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During FY 13, Officer _____
Noun primarily worked the I-129 R-1 and I-360 Religious Worker workload,
and associated I-539 COS/EOS. _____
Noun also assisted in H-1B adjudications during CAP season.

ISO _____
Noun has completed his first year of federal service with _____
Adjective results. _____
Noun was consistently _____
Adjective in assisting with CIS Reviews in looking up petitioner site checks in FDNS-
DS and _____
Noun responded to Customer Services inquiries timely and accurately. These are both examples
of _____
Noun _____
Adjective customer service skills. Also, _____
Noun is always there to answer
questions from other ISOs and asks _____
Adjective questions during team meetings and one-on-one
discussions with his SISO. This shows _____
Noun competence in communication and teamwork and
cooperation.

Noun PPA results are _____
Adjective; _____
Noun scored 100% every month he was rated from
June 2013-Sept. 2013 in the following goals: Accuracy & Customer Service and Administrative and Security
Responsibilities. _____
Noun also exceeded expectations in _____
Noun efficiency, which is difficult given
the complexity of the Religious Worker workload.

Officer _____
Noun has at least met and in some instances exceeded, the minimum requirements for all five of
the core competencies listed on the PPA.

For the most part Officer _____
Noun work is _____
Adjective and generally free of errors; on occasion his
work has to be returned for minor clerical errors. Therefore there is slight room for improvement in

Noun

attention to detail in adjudication, which is tied to the customer service competency. Any that an officer needs to make causes delays in file processing.

Overall, Officer _____ is an _____, _____
_____ and a pleasure to have on my team.